

Government Body: Civil Service Commission

Date: Wednesday, March 16, 2011

Time: 8:30 a.m.

Place of Meeting: City Hall – Conference Room B

Present: Chairperson Dan White, Commission Members Jim Schilling and Betty Takes

Others Present: Personnel Manager Randy Peck

1. Approve Minutes of January 14, 2011

Motion by Takes to approve the minutes of the January 14, 2011 meeting as submitted. Seconded by Schilling. Motion carried 3-0.

2. Establish Passing Point and Certify List for the Position of Medical Officer

Motion by Schilling to establish the passing score for the position of Medical Officer at 67. Seconded by Takes. Motion carried 3-0. Motion by Schilling to certify the list as read. Seconded by Takes. Motion carried 3-0.

3. Request to Schedule Entrance Examination for the Position of Service Worker

Schilling moved to schedule an entrance examination for the position of Service Worker, that the examination be open to all City employees and the general public, that the application deadline be 5:00 p.m. on April 1, 2011 with the test being given at 6:00 p.m. on April 14, 2011 in the Five Flags Ballroom. Seconded by White. Motion carried 3-0.

4. Request to Schedule Entrance Examination for the Position of Parking System Technician

Schilling moved to schedule an entrance examination for the position of Parking System Technician, that the examination be open to all City employees and the general public, that the application deadline be 5:00 p.m. on April 1, 2011 with the test being given at 6:00 p.m. on April 20, 2011 in the Five Flags Ballroom. Seconded by Takes. Motion carried 3-0.

5. Request to Schedule Entrance Examination for the Position of Laborer

Schilling moved to schedule an entrance examination for the position of Laborer, that the examination be open to all City employees and the general public, that the application deadline be 5:00 p.m. on April 15, 2011 with the test being given at 6:00 p.m. on April 27, 2011 in the Five Flags Ballroom. Seconded by Takes. Motion carried 3-0.

6. Request to Schedule Entrance Examination for the Position of Sanitation Driver

Takes moved to schedule an entrance examination for the position of Sanitation Driver, that the examination be open to all City employees and the general public, that the application deadline be 5:00 p.m. on April 29, 2011 with the test being given at 6:00 p.m. on May 11, 2011 in the Five Flags Ballroom. Seconded

by Schilling. Motion carried 3-0. The date for the test was subsequently changed to May 10th in order to secure a location.

7. **Establish Passing Point and Certify List for the Position of Scale Operator**
Schilling moved to establish the passing point for the position of Scale Operator at 70 and above correct answers. Seconded by Takes. Motion carried 3-0.
Motion by Schilling to certify the list as read. Seconded by Takes. Motion carried 3-0.

There being no further business, upon motion the meeting adjourned at 1:31 p.m.

Civil Service Commission

Approved at meeting of: _____